Circular Letter #107

Jan. 16, 1929

Reports on methods in teaching English and on Courses of study for English.

GOVERNMENT OF PORTO RICO
DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
SAN JUAN

January 16, 1929.

Circular Letter No. 107

Subject: REPORTS ON METHODS IN TEACHING ENGLISH AND ON COURSES OF STUDY FOR ENGLISH

To Supervisors, High School Principals and High School Teachers of English.

Evidence has shown that there has been developed by teachers of English much valuable information on methods of teaching English in Porto Rico. Experiments, projects, and other similar activities have been carried out for determining successful methods. In fact it appears that in every field of our work there has been carried out special experiments which have resulted in the accumulation of much valuable material. In order that all teachers may profit by the fruits of the labor of each, it is highly desirable that knowledge of the work of each be made available for all. When a teacher accomplishes a special piece of educational work, it should be possible that the sphere of influence of that piece of work be extended from the teacher's class room to include the entire Island. In order to make possible an exchange of ideas on work and of information on special projects and methods, teachers are requested to report to us and particular work that she has done that would be of assistance to other teachers; such work would include devices for teaching spelling, for conducting and grading dictation, for making book reports, symbols for grading themes, exercises and drills on common errors, objective achievement tests of all sorts prepared for the material included in our course of study, instruction in use of dictionary, drills in conversational English, instruction in parliamentary forms for use in clubs, and so on thru the multiple phases of our work. Especially in cases of objective achievement tests should they be reported because the time and effort that goes into the preparation of one makes it so valuable that it should be given wide use in order to properly repay the expenditure of effort put into it.

The establishment of a sort of clearing house of ideas and methods will result in a saving of time for all; it will make available a body of material that would take a long time for each teacher to work out alone. The information thus received in this office will be sent to all other English teachers.

The reports that teachers will make to this office need not be in the nature of a formal report if the teacher does not care to make it so. In view of the fact that all teachers are very busy, reports made out in note form and prepared as hastily as necessity may demand will be just as acceptable as the most elaborate report. The idea is to get this information to this office and to get it out again.

The purpose of sending out such reports as those referred to in this letter and of other similar reports is simply to supply teachers with material to aid them in teaching and in enriching the course. Except in cases where specific recommendations or requirements are made, the teachers may judge their own classes and select and adapt the material to suit their classes. Due recognition is taken of the necessity of adapting the work to individual needs.

Your sincere cooperation is requested in this undertaking.

Yours very truly,

(Signed) JUAN B. HUYKE,
Commissioner of Education.

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